



# TOWN OF ANDOVER

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## ANDOVER BOARD OF HEALTH SEWER REGULATIONS FACT SHEET PERMITTING PROCESS (1/28/09)

### Step 1

#### Submit a Sanitary Sewer Application Fee (SSAP)

- Complete the application.
- Submit the required fee.
- For ***new building construction*** or installation of a pump, attach 5 copies of a stamped, engineered drawing.
- For connections involving ***existing structures*** on town-installed sewer mains, the Drain Layer submits a sketch showing the location of the proposed building sewer. If a pump is required, engineered drawing must be submitted as above.
- The Health Division will circulate the application to the Plumbing Inspector, Town Engineer, and Conservation Division for their review and approval.
- If there are any deficiencies, the applicant will be notified and required to submit a new application (no additional fee) and 5 copies of revised, stamped, engineered drawings. The drawings will be re-circulated to the Plumbing Inspector, Town Engineer, and Conservation Division for review and approval.

### Step 2

#### Apply for a Sanitary Sewer Use Permit (SSUP)

- After approval is received from the Plumbing Inspector, Town Engineer, and Conservation Division, the SSUP will be issued.
- Pay the required fee.
- The applicant can now install the foundation.

### Step 3

#### Apply for the Building Sewer Installation Permit (BSIP)

- Submit the required fee.
- BSIP will be issued to a Drain Layer licensed with the Town of Andover or a licensed Plumber.
- For ***new building construction***, submit the Certified Plot Plan showing the foundation location as well as its elevation. The Health Division will review it to ensure that the foundation is installed at the approved location and height.
- For ***existing structures*** connecting to town-installed sewer lines, the SSAP and BSIP may be issued simultaneously provided all fees are paid.

### Step 4

#### Install the Building Sewer

- Install the Building Sewer as shown on the design plans and in accordance with the Regulations.

- If working with engineered plans, call engineer for an inspection and completion of the Certified As-Built Plan.
- Call Plumbing Inspector to arrange for the town inspection.
- Backfill

## **Step 5**

### **Submit Asbuilt Drawing and Obtain Certificate of Compliance**

- When engineered plans are submitted, the design engineer must submit Certified As-Built Plans.
- When not using engineered plans, the Drain Layer shall submit an asbuilt plan.
- In all cases, the Drain Layer must sign a form certifying that the building sewer was installed properly and in accordance with the regulations.

### **Building Sewer Repair Permit (BSRP)**

When an existing building sewer must be repaired (starting at 10' from the foundation), a BSRP must be obtained as follows:

- Submit the required fee.
- Complete the Application
- Attach a sketch showing where the work will occur.
- After issuance of the BSRP, conduct the repair.
- Call Plumbing Inspector for inspection.
- Submit the certification and as-built plan.

### **Highlights of Changes**

- Permits do not need to go to the Board of Health or Sewer Commissioners for approval; if staff determines that the applications meet the regulations, they are approved on the staff level.
- In the past, it could take 5 weeks for permit approvals due to the need to go to two separate Boards; review and approval time will be better.

### **Important Notes:**

- Never begin work until you have the actual construction permits in hand. If you do, the following penalties could come into play:
  - Permit fee will double.
  - Drain Layers License could be revoked.
  - Could be subject to fines.
- We routinely route these applications through the Conservation Division; they review the work to see if it falls within the jurisdiction of the Conservation Commission. If you do work in their jurisdiction without our permit, you risk even steeper fines under the Wetlands Protection Act and Bylaw.
- Promptly submit asbuilt and certification paperwork; if a Drain layer owes us too much paperwork, no new permits will be issued to that person.

**DISCLAIMER: This Fact Sheet is for general informational purposes and guidance only. If any statements conflict with the actual regulations, the regulations shall prevail. It is the applicant or user's responsibility to consult the regulations for full text and applicability.**